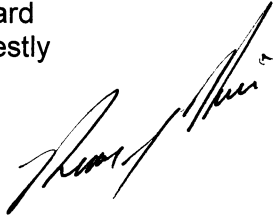


Memorandum

To : Honorable John Chiang, Chair
Honorable Claude Parrish, Vice Chairman
Ms. Betty T. Yee, Acting Board Member
Honorable Bill Leonard
Honorable Steve Westly

Date: April 5, 2005

From : Ramon J. Hirsig
Executive Director



Subject : **Electronic Filing Status Report**

This is to provide you with a status report on the activities related to the development of the Board of Equalization's in-house electronic filing (e-filing) that was discussed at the February 8, 2005 Board Meeting.

The following is a brief summary of the project activities since the Board Meeting:

- On March 4, 2005, the project charter was approved.
- The business requirements and resulting system requirements were finalized by the project core team members and formally identified in the System Requirement Specifications (SRS) document.
- During the month of March, the project core team members met several times to discuss the e-client registration and e-filing input screens.
- On March 25, 2005, the e-client registration and e-filing input screen designs were developed based upon requirements identified in the SRS and are being reviewed.
- Completion of the SRS and the screen design final approval will bring the logical design phase of the project to a close. The physical design phase of the system has begun.
- In tandem with the e-filing project, the Technology Services Division (TSD) is conducting an electronic security infrastructure assessment review. On March 16, 2005, TSD staff met with the Teale Data Center (TDC) to discuss performance of this assessment. With cooperation from the TDC, TSD staff will identify and recommend, if warranted, enhancements to minimize security risks related to the e-filing implementation.

If you have any questions on any of the activities noted above, please feel free to contact the Executive Sponsor for the project, Ms. Jerri Dale at 916-445-6188. We will continue to provide you with quarterly status reports as the project progresses.

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Efilestatusreport1.doc

cc: Executive Team
Ms. Michelle Maciel